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WAR FOOD ADMINISTRATION
COMMODITY CREDIT CORPORATION
OFFICE OF SUPPLY
WASHINGTON 25, D. C.

Index:
Administration
General

June 20, 1945

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 10.2

Form CCC-219, "Request and Certification for Supplies and/or Labor"

I Purpose and Use

- A. Form CCC-219, "Request and Certification for Supplies and/or Labor" is designed to provide for a better check on claims submitted, and to keep the possibility of erroneous payments to a minimum. The use of Form CCC-219 will greatly reduce the number of vouchers to be prepared and processed and will save man hours for the contractor, the Shipping and Storage Division, the Voucher and Claims Examination Section, and the Program Accounting Section.
- B. Form CCC-219 will be used under contracts and Orders for Services covering stencilling, strapping, reconditioning, reconditioning and fumigating for both overtime and regular time.

II Description of Form CCC-219

- A. Form CCC-219 is a snapout prenumbered form consisting of an original and five copies to a set and fifteen sets to a pad. It is designed in pocket size form for easy use at the place where work is to be performed. Form CCC-219 consists of Part I and II. Part I provides the contractor, who is performing work for the CCC under a contract or Order for Services with definite written instructions as to the supplies and/or labor CCC requests to be furnished. Part II provides for a brief written record by the contractor as to the performance of work and the materials furnished as requested in Part I.
- B. Complete and detailed instructions for filling out Form CCC-219 are printed on the reverse of each copy of the Form.

III Responsibility for Preparation and Signature of Form CCC-219

- A. The Regional Chief of Shipping and Storage shall designate Inspector authorized to execute Form CCC-219, and a list of such designated Inspectors should be furnished the regional Finance office.
- B. The authorized Inspector will fill out and sign Part I of Form CCC-219. He then removes the first 5 copies (with carbons still inserted) and gives them to the contractor for completion of Part II. The sixth copy will be retained in the pad by the Inspector. Upon receipt of the 5 copies, the contractor will perform the work

Distribution Code "A"

as requested in Part I. On completion of work the contractor will fill out and sign Part II and return 5 copies to Inspector for certification and signature. The inspector will return original and first 2 copies to contractor.

- C. Any changes or corrections made in either Part I or Part II of Form CCC-219 must be initialed by the Inspector.

IV Distribution of Copies of Form CCC-219

- A. After Parts I and II of Form CCC-219 have been filled out and signed, the following distribution of copies will be made:
1. Original (white) and Copy 1 (white) to be attached by contractor to his voucher and forwarded to: Supply Program Accounting Division, Office of Supply, CCC-WFA, in the region to which the voucher is to be submitted.
 2. Copy 2 (buff) to be retained by the contractor for his own files.
 3. Copy 3 (yellow) and copy 4 (pink) to be sent by authorized Inspector to regional Shipping and Storage Division. That Division will file Copy 3 for future use. DISREGARD INSTRUCTIONS FOR DISTRIBUTION ON REVERSE OF COPY 4. The following instructions should be followed: Copy 4 to be sent to Claims Division, Office of Supply, Shipping and Storage Branch, CCC-WFA, Washington 25, D. C.
 4. Copy 5 (green) to be retained in pad by authorized Inspector.

V Checking Executed Copies of Form CCC-219

- A. Before executing the "Certificate of Receipt" on Voucher Form SMA-120, an authorized representative of the regional Shipping and Storage Division will:
1. Check the original copy of Form CCC-219 attached to the Contractor's voucher with the carbon copy of CCC-219 filed in the regional Shipping and Storage Division.
 2. Check the Voucher Form SMA-120 against the carbon copy of Form CCC-219 on file in the regional Shipping and Storage Division.

VI Control of Form CCC-219

- A. The Regional Chief of Shipping and Storage shall designate an Issuing Officer in his office to maintain a supply and control of pads of Form CCC-219. He should instruct the Issuing Officer as to the seriousness of proper use and care of the Forms.
- B. In order to keep an accurate record of pads of numbered Forms CCC-219 issued to Inspectors, the Issuing Officer should fill out the Form CCC-336 "Receipt for Pads of Forms CCC-219, 'Request and Certification for Supplies and/or Labor'", and have the Inspector sign it. When there is no further need for the Forms, Inspectors must return them to the Issuing Officer. Also when all Forms in a pad have been used, the pads with Copy 5 still in must be returned to the Issuing Officer.
- C. At the time pads of Form CCC-219 are charged out, the Issuing Officer should where possible, supply the Inspectors with a list showing the contractors, their addresses and applicable contract numbers and/or Orders for Services under which Form CCC-219 is to be used.

H. B. Green

Chief, Shipping and Storage Branch

